

How to Complete the Registration/Admission Form

Registration dates and deadlines are set by the individual test centers. Contact your test center directly for this information before filling out your Registration/Admission Form. As you complete the form, pay special attention to the following items.

Item 4 — Social Security Number

Providing your social security number is optional. It will appear on your score report only if you have entered it on the appropriate screen on the day of the exam. If provided, it will be used for identification purposes only.

Item 13 — Test Dates

Contact your test center for available test dates. Then enter your first and second test date choice (month, day, and year). A second date is needed in case there are any scheduling problems.

To take tests in different months or more than one test on the same day, separate Registration/Admission Forms and separate fee payments must be submitted to the test center.

Item 15 — Students with Disabilities

Check this box if you require testing accommodations. Be sure to contact your test center before the test date to make the necessary arrangements.

Item 16 — Examinations

Check the box next to the appropriate title for each examination you wish to take. Some schools may require you to take an essay. If so, check the box and enter the title of the exam(s) for which you will also take the essay section. Exam descriptions are on pages 4-5.

Policies vary from college to college as to how many examinations you may take in one day. Check with the college where you plan to test if you think you may have a conflict.

Item 17 — Repeating Examinations

If you are repeating any of the examinations you checked in Item 16, check this box.

Any examination may be repeated six months or more after you last took it, but inquire about your college's regulations before registering for retesting. Scores on tests repeated earlier than six months will be canceled and test fees forfeited.

Item 18 — Test Fees

Enter the number of tests you will take and the total amount due. If you are taking an exam overseas or more than 150 miles from an established test center, include the nonrefundable special administration fee of \$75 per test.

Please note that there is an additional \$50 fee when a multiple-choice test and the related essay test are taken on different test dates.

Important: Test fees must be paid by **credit card** (preferred method of payment), or check or money order made payable to College-Level Examination Program. Checks made payable to any other payee will not be accepted, and CLEP cannot be responsible for cash sent through the mail. Your check or money order must be dated no more than three months earlier than the test date. There is a \$15 surcharge for a returned check.

In addition, your test center may require a nonrefundable service fee. **A separate check or money order** for this fee should be made out to the test center. **Contact your test center to determine its specific fee and payment policy.**

Item 27 — Score Recipient

If you want your scores reported to a college, you must select a score recipient on the appropriate screen prior to taking the exam. If you do not select a score recipient at that time, you will have to pay a \$15 transcript fee for this service at a later date. A code list is available from your local college or you can refer to the list in *CLEP Colleges*. If your college's code is not available, enter "9999" and the complete name and address of the institution (do not abbreviate).

If you wish to be the only recipient of your test scores, or if you have not decided to which college you want them sent, leave this item blank.

Item 28 — Your Mailing Address/Change in Registration

Print your name and the address to which you want your Admission Form mailed back confirming your test date. The Admission Form admits you to the test center. It may be used **only** by you and **only** at the test center where you are registered to take the examination(s). **You must also present a photo I.D.**


To change your registered date, enter the new date on line A of your Admission Form, sign the form, and send it to the CLEP administrator at your test center. The form must be received by the test center at least three days before the original test date. The administrator will confirm the new test date. Depending on the institution, you may be charged a service fee.

To cancel your registration, on line B enter the original test date and the title(s) of the examination(s) you had planned to take, sign your name, and return the form to the test center. Your test payment will be returned to you by the test center. Service fees are nonrefundable.

Item 29

Leave this item blank. The date, time, and test location will be completed by the test center and indicated on your returned Admission Form.

REGISTRATION-ADMISSION FORM Submit this form to your test center.

 REGISTRATION-ADMISSION FORM <small>Submit this form to your test center.</small>		1. Last Name (Please print.)				First Name		M.I.				
		2. Signature				3. E-mail Address						
4. Social Security No.		5. Birth Date	6. Height	7. Weight	8. Sex <input type="checkbox"/> M <input type="checkbox"/> F	9. Color of Hair		10. Color of Eyes				
11. Street Address					City, State, Zip							
12. Daytime Telephone			13. First Choice Test Date (month, day, and year)			Second Choice Test Date (month, day, and year)						
14. Test Center Name <small>See your counselor or the CLEP Web site for a list of test centers.</small>				15. Students with documented disabilities: Check here if you need testing accommodations. Be sure to contact your test center to make the necessary arrangements before the test date. <input type="checkbox"/>								
16. Examinations for which you are registering: <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 33%;"> <input type="checkbox"/> Accounting, Principles of <input type="checkbox"/> Algebra, College <input type="checkbox"/> Algebra-Trigonometry, College <input type="checkbox"/> American Government <input type="checkbox"/> American Literature* <input type="checkbox"/> Analyzing and Interpreting Literature* <input type="checkbox"/> Biology <input type="checkbox"/> Business Law, Introductory <input type="checkbox"/> Calculus <input type="checkbox"/> Chemistry <input type="checkbox"/> Educational Psychology, Introduction to <input type="checkbox"/> English Composition </td> <td style="vertical-align: top; width: 33%;"> <input type="checkbox"/> English Composition with Essay <input type="checkbox"/> English Literature* <input type="checkbox"/> French Language <input type="checkbox"/> Freshman College Composition* <input type="checkbox"/> German Language <input type="checkbox"/> History of the United States I: Early Colonizations to 1877 <input type="checkbox"/> History of the United States II: 1865 to the Present <input type="checkbox"/> Human Growth and Development <input type="checkbox"/> Humanities <input type="checkbox"/> Information Systems and Computer Applications <input type="checkbox"/> Macroeconomics, Principles of <input type="checkbox"/> Management, Principles of </td> <td style="vertical-align: top; width: 33%;"> <input type="checkbox"/> Marketing, Principles of <input type="checkbox"/> Mathematics, College <input type="checkbox"/> Microeconomics, Principles of <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Psychology, Introductory <input type="checkbox"/> Social Sciences and History <input type="checkbox"/> Sociology, Introductory <input type="checkbox"/> Spanish Language <input type="checkbox"/> Trigonometry <input type="checkbox"/> Western Civilization I: Ancient Near East to 1648 <input type="checkbox"/> Western Civilization II: 1648 to the Present </td> </tr> </table> <p>*Optional essays are available for these examinations. Please check with your school to see if the optional essay is required.</p> <p>Essay sections for which you are registering: _____ <div style="text-align: center;">Exam Title(s)</div> </p>										<input type="checkbox"/> Accounting, Principles of <input type="checkbox"/> Algebra, College <input type="checkbox"/> Algebra-Trigonometry, College <input type="checkbox"/> American Government <input type="checkbox"/> American Literature* <input type="checkbox"/> Analyzing and Interpreting Literature* <input type="checkbox"/> Biology <input type="checkbox"/> Business Law, Introductory <input type="checkbox"/> Calculus <input type="checkbox"/> Chemistry <input type="checkbox"/> Educational Psychology, Introduction to <input type="checkbox"/> English Composition	<input type="checkbox"/> English Composition with Essay <input type="checkbox"/> English Literature* <input type="checkbox"/> French Language <input type="checkbox"/> Freshman College Composition* <input type="checkbox"/> German Language <input type="checkbox"/> History of the United States I: Early Colonizations to 1877 <input type="checkbox"/> History of the United States II: 1865 to the Present <input type="checkbox"/> Human Growth and Development <input type="checkbox"/> Humanities <input type="checkbox"/> Information Systems and Computer Applications <input type="checkbox"/> Macroeconomics, Principles of <input type="checkbox"/> Management, Principles of	<input type="checkbox"/> Marketing, Principles of <input type="checkbox"/> Mathematics, College <input type="checkbox"/> Microeconomics, Principles of <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Psychology, Introductory <input type="checkbox"/> Social Sciences and History <input type="checkbox"/> Sociology, Introductory <input type="checkbox"/> Spanish Language <input type="checkbox"/> Trigonometry <input type="checkbox"/> Western Civilization I: Ancient Near East to 1648 <input type="checkbox"/> Western Civilization II: 1648 to the Present
<input type="checkbox"/> Accounting, Principles of <input type="checkbox"/> Algebra, College <input type="checkbox"/> Algebra-Trigonometry, College <input type="checkbox"/> American Government <input type="checkbox"/> American Literature* <input type="checkbox"/> Analyzing and Interpreting Literature* <input type="checkbox"/> Biology <input type="checkbox"/> Business Law, Introductory <input type="checkbox"/> Calculus <input type="checkbox"/> Chemistry <input type="checkbox"/> Educational Psychology, Introduction to <input type="checkbox"/> English Composition	<input type="checkbox"/> English Composition with Essay <input type="checkbox"/> English Literature* <input type="checkbox"/> French Language <input type="checkbox"/> Freshman College Composition* <input type="checkbox"/> German Language <input type="checkbox"/> History of the United States I: Early Colonizations to 1877 <input type="checkbox"/> History of the United States II: 1865 to the Present <input type="checkbox"/> Human Growth and Development <input type="checkbox"/> Humanities <input type="checkbox"/> Information Systems and Computer Applications <input type="checkbox"/> Macroeconomics, Principles of <input type="checkbox"/> Management, Principles of	<input type="checkbox"/> Marketing, Principles of <input type="checkbox"/> Mathematics, College <input type="checkbox"/> Microeconomics, Principles of <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Psychology, Introductory <input type="checkbox"/> Social Sciences and History <input type="checkbox"/> Sociology, Introductory <input type="checkbox"/> Spanish Language <input type="checkbox"/> Trigonometry <input type="checkbox"/> Western Civilization I: Ancient Near East to 1648 <input type="checkbox"/> Western Civilization II: 1648 to the Present										
17. Repeating Exams <input type="checkbox"/> Check here if you are repeating any of these exams. Remember you must wait six months before repeating an examination.												
18. Fees (do not send cash) The fee for each exam is \$50.00. You may pay by credit card (preferred payment method) or check or money order on the day of the exam. Do not combine fees for multiple tests even if they are to be taken on the same day. Make each check or money order payable to College-Level Examination Program. Your test center may also require a separate nonrefundable service fee of \$15; contact the test center about payment. Add a \$75 nonrefundable special administration fee per exam if you live more than 150 miles from a test center. See "Special Administration Requests" on page 3. Paying by: <input type="checkbox"/> credit card (VISA, MasterCard, American Express) <input type="checkbox"/> check/money order												

Do not detach

CLEP TEST CENTER ADMISSION FORM

Do not detach

Complete questions 18-27 below. Do not detach. After validation by the test center administrator, this part of the form will be returned to you. **DO** bring with you on the test day: 1) this Admission Form, 2) your credit card or \$50 (per test) payment in the form of a check or money order payable to CLEP, 3) a photo I.D., and 4) a pen or pencil. **DO NOT** bring food or drink, books, papers, beepers, calculators, or cellular phones.

19. Signature <small>I accept the conditions in this booklet regarding administration of tests and reporting of scores.</small>				20. Social Security No.	
21. Birth Date	22. Height	23. Weight	24. Sex <input type="checkbox"/> M <input type="checkbox"/> F	25. Color of Hair	26. Color of Eyes
27. Score Recipient: Code No. _____ Institution Name and Address _____					
28. Your Mailing Address Name _____ Number and Street _____ City _____ State _____ Zip _____			Change in Registration A. Please change my registration to _____ B. Please cancel my registration for _____ Signature _____ Date of Request _____		
29. Do not write in this space. <div style="display: flex; justify-content: space-between;"> <div>Report at _____ Time _____ Date _____</div> <div>Location _____ Building _____ Room _____</div> </div> Address _____					
Signature of test center administrator _____			Telephone number of test center administrator () _____		